

## Foreign Service Grievance Board Regulations

## § 903.1

or having control over the act, omission, or condition leading to appearance before the Board; or

(c) The exclusive representative if it has achieved party status under §903.4. A Party may act through its duly designated representative.

[50 FR 31353, Aug. 2, 1985, as amended at 56 FR 55458, Oct. 28, 1991]

### § 901.21 Record of proceedings.

*Record of proceedings* means the case file maintained by the Board on each grievance case, or separation for cause proceeding.

### § 901.22 Representative.

*Representative* means the person(s) identified in writing to the Board as assisting the party or parties in the presentation of the case.

## PART 902—ORGANIZATION

Sec.

902.1 Chairperson and deputy chairperson.

902.2 Board operations.

902.3 Board staff.

AUTHORITY: Secs. 1105 and 1106 of the Foreign Service Act of 1980, Pub. L. 96-465 (22 U.S.C. 4135 and 4136), as amended.

### § 902.1 Chairperson and deputy chairperson.

The chairperson presides over meetings of the Board. The chairperson shall select one of the Board members as deputy. In the absence of the chairperson, the deputy chairperson, or in his or her absence, another member designated by the chairperson, may act for him or her.

[50 FR 31354, Aug. 2, 1985]

### § 902.2 Board operations.

(a) The Board may operate either as a whole, or through panels or individual members designated by the chairperson.

(b) When operating as a whole, the Board may not act in the absence of a quorum. A majority of the members shall constitute a quorum. The Board will act by a majority vote of those present. Amendments to these regulations and Board policies adopted pursuant to §910.3 shall be adopted by the Board operating as a whole.

(c) Board panels and presiding members of panels shall be designated by the chairperson subject only to the provisions of §906.4.

[50 FR 31354, Aug. 2, 1985, as amended at 56 FR 55459, Oct. 28, 1991]

### § 902.3 Board staff.

The chairperson shall select the Board's executive secretary and other staff provided for in the Act. The executive secretary and staff shall be responsible only to the Board through the chairperson.

[50 FR 31354, Aug. 2, 1985]

## PART 903—INITIATION AND DOCUMENTATION OF CASES

Sec.

903.1 Initiation of cases.

903.2 Record of proceedings.

903.3 Rulings on materials.

903.4 Participation of exclusive representative.

903.5 Service of documents.

903.6 Interrogatories.

903.7 Acknowledgment.

903.8 Withdrawal.

903.9 Access to records.

903.10 Access to witnesses.

AUTHORITY: Secs. 610, 1104, and 1106-1109 of the Foreign Service Act of 1980, Pub. L. 96-465 (22 U.S.C. 4010, 4134, and 4136-4139), as amended.

SOURCE: 50 FR 31354, Aug. 2, 1985, unless otherwise noted.

### § 903.1 Initiation of cases.

(a) Grievances submitted to the Board shall be in writing, and shall explain the nature of the grievance, and the remedy sought; shall contain all the documentation furnished to the Agency and the Agency's final review; and shall be timely filed in accordance with applicable regulations.

(b) A member whose grievance is not resolved satisfactorily under Agency procedures, the representative of the grievant, or the exclusive representative (on behalf of a grievant who is a member of the bargaining unit), shall be entitled to file a grievance with the Board no later than 60 days after receiving the Agency decision. In the event that an Agency has not provided its decision within 90 days of filing